

31 AUG 1983

MEMORANDUM FOR: Deputy Director for Administration

FROM: [REDACTED]

Director of Information Services

25X1

SUBJECT: OIS Weekly Report (24-30 August 1983)

Office of the Director

On 24 August 47 OIS personnel in the Ames Building attended the Security-sponsored multimedia presentation on the problems of leaks of classified information to the public. The program involved the viewing of two videotapes, one of which covered an address by the DCI on the subject, vugraphs of classified items included in newspaper articles, comments on the concern by Agency officials about the problem, and a question-and-answer period.

Classification Review Division

CRD has calculated that the direct cost of their work on the CBS/Westmoreland case is \$9,988, based on 662 professional manhours at an average rate of \$14 per hour, and 120 clerical hours at \$6 per hour. In addition to the labor costs, CBS will be charged ten cents a page for copies of the material supplied to them.

In a review of progress on the CBS/Westmoreland project, CRD has determined that 118 of the 280 documents involved have been reviewed and released as appropriate to CBS. The 162 remaining documents have been reviewed by CIA but require coordination with other Government agencies before final clearance can be given for their release. CBS is hoping to go to trial by December 1983 and has requested that action on the review be expedited.

CRD reviewed 85 manuscripts (170 pages) of the FRUS for the Department of State, one manuscript (16 pages) for PRB, one document (one page) for Department of State, one (one page) for Department of Defense, two (105 pages) for the Information and Privacy Division, and 27 (37 pages) for the Legislative Liaison Branch.

Records Management Division

[REDACTED] Agency Archives and Records Center (AARC) personnel spent eight hours searching their abstract card collection and found 75 references on the subject.

25X1

UNCLASSIFIED When Separated

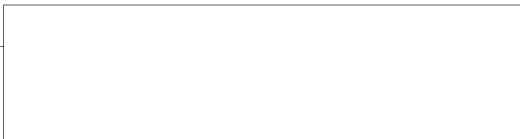
~~CONFIDENTIAL~~

Chief, RMD participated in the Planning Working Group of the Information Systems Board meeting where they discussed plans for the future and sought to determine the extent of the Group's responsibilities.

Chief, RMD visited the Executive Registry to observe its operations and activities, to discuss registry procedures and problems, and to meet the employees in the registry. Similar visits will be made in the future as part of the effort to develop TRIS requirements, study the feasibility of consolidating registries, and devise a training program for registry personnel.

RMD personnel met with the DCI and DS&T Records Management Officers (RMO) to discuss the status and plans for TRIS and to solicit their views on the desirability of certain system features. As a result of the meeting and suggestions by the RMOs, RMD will compare the capabilities of the automated registry package used by DS&T (Document Information Retrieval System) with the one used by the Executive Registry (Interim CARS) in its effort to design the final CARS.

Two DO representatives reviewed at AARC 35 boxes of Agency records relating to the House Committee on Assassinations investigation of the assassination of President Kennedy.



25X1

25X1

AARC personnel made 24 additions, 54 changes, and one deletion in RAMS; keyed 2,154 entries into ARCINS; and serviced 1,304 requests for records.

#### Regulations Control Division

RCD currently is processing a total of 121 jobs which includes 18 new and revised proposals, 18 issuances in active negotiation and coordination, 14 issuances prepared for publication by P&PD, and 12 issuances published. Four Headquarters Notices were processed and published on an expedited basis.

#### Information and Privacy Division

A separate report is attached.



25X1

Attachment:  
As stated

~~CONFIDENTIAL~~

OIS/EX0,  (31 Aug 83)

STAT

**Distribution:**

- Original & 2 - Addressee w/att
- 1 - ea Div Chief w/att + background
- ✓ 1 - D/OIS Subject "
- 1 - D/OIS Chrono w/o

**Page Denied**

Next 2 Page(s) In Document Denied